



Non-Routine Work Request Form

Please complete and return this form 4-6 weeks prior to the date your group would like to perform non-routine work. Non-routine work includes but is not limited to mulching, painting projects, repairs or modifications to structures, landscape changes, construction/maintenance of unpaved trails. For more detailed information of actions classified as “non-routine” please refer to your Adopt-A-Park Handbook.

**Return by mail to: Metro Parks Volunteer Office, PO Box 37280, Louisville KY 40233-7280,
or fax to: 502/456-3269. Questions call 502/456-8156 or email mike.slaton@louisvilleky.gov.**

Group name: _____

Park adopted: _____

Group contact person: _____ Email: _____

Day phone: _____ Evening phone: _____

Proposed task date: _____ Alternate task date: _____

Please describe your proposed project: _____

Please Check One for Each Possible Need:

Maintenance staff supervision & instruction ☐ Yes ☐ No ☐ Unsure

Special tools or equipment (Supply Request Form may be necessary) ☐ Yes ☐ No ☐ Unsure

Debris pick-up ☐ Yes ☐ No ☐ Unsure

Scheduled time to meet with staff member prior to date to discuss details ☐ Yes ☐ No ☐ Unsure

Additional volunteers (will be added to publicly viewed calendar)..... ☐ Yes ☐ No ☐ Unsure

I understand that non-routine work may not be performed until approved by a Metro Parks staff member.

Volunteer Signature

Date

Office Use Only:

☐ Approved ☐ Denied Staff signature: _____ Date: _____

Explanation if denied: _____

Meeting necessary with operations staff member? ☐ Yes ☐ No

Supervision required? ☐ Yes ☐ No

Supervision provided by: ☐ Volunteer program ☐ Operations staff

Training Required? ☐ Yes ☐ No

Training Provided by: ☐ Volunteer Program ☐ Operations Staff

Operations staff assigned to train/supervise task: _____

Volunteer Office staff assigned to train/supervise task: _____